![2018 BSTG LOGO Red and Blue[1]]()

Health and Safety Policy

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| **Approved by:** | Richard Lawless & Andrea lines | **Date:** 4th September 2019 |
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**Health & Safety Policy**

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# 1. Statement of Intent

St Georges College recognises and accepts its legal and moral responsibilities, as defined in the Health and Safety at Work etc. Act 1974, and other legislation, to ensure, as far as reasonably practicable, the health, safety and welfare of its employees and other persons who may be affected, by the way it carries out its activities.

St Georges College recognises its general responsibilities to provide and maintain, so far as is reasonably practicable:

* Safe workplaces with safe access and egress
* Safe working environments without risks to health
* Plant, equipment and materials that are safe and without risks to health
* Safe methods of working and safe systems of work
* Sufficient information, instruction, training and supervision to ensure the health and safety at work of all employees, and others who may be affected by its activities.

St Georges College will undertake assessments of the risks its activities present, to avoid or eliminate them and, if that is not possible, to minimise and control them with the provision of necessary resources.

St Georges College recognises its legal duties, and considers health and safety to be a management responsibility and will ensure that the Senior Management Team and staff discharge their duties. St Georges College Course Leaders are responsible for the health and safety of all persons and activities under their control.

All employees are responsible for taking reasonable care of their own health and safety, as well as that of others, who may be affected by their actions or omissions. They must co-operate with St Georges College, to enable it to meet its legal obligations, not interfere or misuse anything provided to achieve its health and safety obligations, conform to all safety instructions and report all hazards and accidents

St Georges College ensures the effectiveness of its policy through communication, consultation and co-operation with all its employees.

St Georges College will ensure the provision of competent advice on health and safety matters.

St Georges College will introduce policies and procedures in line with legislative requirements and review and revise where necessary all health and safety procedures periodically to ensure that they, and the policy, remain valid.

St Georges College will adopt an active system of monitoring and measuring health and safety performance involving regular inspections, periodic and systematic auditing of its activities and the production of annual accident and other reports.

# 2.ORGANISATIONAL ROLES & RESPONSIBILITIES

## 2.1 College Director

The College Director:

* Accepts his legal and moral responsibility for health and safety within the College.
* Accepts his roles in providing health and safety leadership within the College.
* Will ensure that all decisions on health and safety reflect their intentions stated in the Health & Safety Policy –
* Recognises his responsibility to provide the best possible safe and healthy environment for St Georges College’s employees to work, its students to learn/study and, that does not adversely affect the health and safety of other persons who come into contact with its activities.
* Will ensure the appointment of a competent staff to manage health and safety across the College and within the activities and buildings under their control.
* Will take the advice of a competent Facilities Manager and Health & Safety Officer to provide health & safety guidance to the College staff on fire, health and safety matters
* Will ensure the implementation of Policies and Procedures, in line with health & safety legislation and that these are reviewed and where necessary, revised periodically to ensure they remain effective.
* Will ensure that staff at all levels of the College receive all necessary information, instruction, training and where necessary, supervision.
* Will ensure the provision of adequate financial, equipment and human resources to ensure the College can meet its responsibilities for health and safety.
* Will ensure the effectiveness of its policy through communication, consultation and co-operation with all its employees.
* Will adopt an active system of monitoring and measuring health and safety performance involving regular inspections, periodic and systematic auditing of its activities and the production of accident and other reports.
* Ensure that the College’s buildings, premises and services are constructed, installed and maintained in accordance with current building, fire health and safety legislation.
* The College Director as a designated “Duty Holder” under health & safety legislation, is responsible for the management of health and safety risks arising from the provision and management of the College’s buildings, premises, equipment and services contained therein including asbestos, legionella, gas, electricity.
* The College Director, as the “Responsible Person”, under the Regulatory Reform (Fire Safety) Order, is responsible for:
	+ Ensuring that Building Fire Risk Assessments are undertaken by a competent person and that any remedial actions identified are implemented
	+ Ensuring that suitable means of detecting fires and raising the alarm are provided and maintained in College buildings
	+ Ensuring that suitable fire-fighting equipment is provided and maintained in College buildings
* The College Director is responsible for ensuring, so far as is reasonably practicable, the development, implementation and monitoring of the College’s Fire, Health & Safety Policies in conjunction with the Principals, College Managers & other Designated Staff and the Facilities Manager and Health & Safety Officer
* The College Director is responsible for the appointment of competent College employees and Contractors to manage and/or maintain College Buildings, premises, plant, equipment and activities in compliance with current fire health and safety legislation.
* The College Director is responsible for ensuring the provision of adequate financial, equipment and human resources to ensure the College can meet its responsibilities for health and safety.

## 2.2 PRINCIPALS

The Principal is responsible to the College Director for the “day to day” management of health and safety at the College.

The Principal is responsible for

* The appointment of competent Health & Safety officer to manage fire, health & safety including the assessment and control of risks arising from the activities and buildings under their control. .
* The development and approval of suitable Fire, Health & Safety Policies & Procedures to ensure the College meets its legal requirements, provide the best possible safe and healthy environment for its staff & Students to live, work & learn and that its activities do not represent a risk to others who come into contact with them.
* Ensuring that staff, students and others are provided with all necessary information, instruction, training and, where necessary supervision to ensure their safety and health whilst working, studying or on/in College premises.
* Ensuring the College Policies & Procedures are reviewed periodically; after significant incidents; changes in legislation and, where appropriate are revised, to ensure they remain valid.
* Ensuring the co-operation of all staff at all levels in the implementation of College H & S Policies & Procedures.
* Ensuring that there is an active system of monitoring and measuring of the College’s health and safety performance involving regular inspections, periodic and systematic auditing of its activities and the production & review of accident and other reports.
* The review and approval of the Annual Fire & Health & Safety Action Plans
* Ensuring that adequate funds, materials, equipment and human resources are provided to ensure the College can meet its responsibilities for health and safety.

## 2.3 COLLEGE MANAGERS

For health and safety purposes the term College Managers includes Course Leaders, Directors of Study, Assistant Directors of Study, Contractor Managers who are responsible for the management of fire, health and safety within the activities and buildings under their control.

* College Managers are responsible to the Senior Management Team and, where applicable to the activities and buildings under their control, for:
* Ensuring the implementation and monitoring of College, and where appropriate Departmental, Health & Safety

**Policies, Procedures and safe working procedures.**

* Undertaking risk assessments and implementing suitable control measures to remove or reduce the risks identified so far as is reasonably practicable to the lowest levels possible.
* Ensuring that staff, Students or others working, studying or visiting are advised of all relevant College and Departmental Health & Safety Policies, Procedures and risk assessments.
* Ensuring that staff and students receive all necessary health and safety information, instruction, training and where appropriate, supervision.
* Ensuring the reporting of accidents (Inc. sports injuries), incidents, near-misses and damage to the Principal.
* Ensuring, where applicable, the adequate supervision of Students both within the College and on visits or trips away from the College.
* Ensuring the management of buildings, plant, equipment, machinery and materials in accordance with the relevant Health & Safety Policies, Procedures and Statutory and College Inspection & Maintenance programmes.
* Undertaking where appropriate, building fire, health & safety inspections.
* Ensuring, where appropriate, that when staff are organising College visits or trips they are managed in accordance with the College’s Educational Visits Policy
* Ensuring that all staff and students working or studying in the buildings under their control are informed of the building fire emergency procedures and that fire drills are undertaken in accordance with the College’s Fire Safety Policy.

## 2.4 SENIOR MANAGEMENT TEAM

The Senior Management Team is responsible for ensuring the implementation and monitoring of College Health & Safety Policies and Procedures relevant to the curriculum and operational areas under their control.

## 2.6 EMPLOYEES (Inc. Volunteers)

For health and safety purposes, the term employees includes ALL persons who work full or part-time or, on a voluntary basis for the College.

* Every employee is responsible for ensuring, they:
* Take reasonable care for their own safety whilst at work
* Take reasonable care for the safety of others who may be affected by their actions or omissions whilst at work
* Co-operate with the College to ensure it meets its health & safety responsibilities
* Do not intentionally or recklessly interfere with or misuse anything provided for or in the interests of health & safety
* Only use machinery, equipment, vehicle, safety device, dangerous or hazardous substance in accordance with any information, instruction or training provided
* Inform their Manager of any work situation which they consider to represent serious or imminent danger to health & safety
* Inform their Manager of any shortcomings in the College’s Health and Safety Policies and Procedures or with any information, instruction or training provided, which they consider puts themselves or others at risk of injury or ill-health
* Wear/use, inspect, maintain etc. ALL Personal Protective Equipment (PPE) & safety devices provided by the College in accordance with its policies, procedures or risk assessments.
* Report all accidents, incidents or damage to equipment to their Manager.

## 2.7 STUDENTS

Whilst the principal responsibilities for health & safety rest with the College, it is vital that students understand that they also have roles and responsibilities which they must adhere to so that the College can meet its responsibilities for ensuring their safety whilst at Buckswood.

Students should:

* Ensure that they take reasonable care for the safety of themselves and others who may be affected by their actions
* Follow all instructions, emergency procedures, codes of conduct etc. issued by the College and its staff
* Not use any equipment unless they have been trained and authorised to do so
* Not to misuse or interfere with any fire, health & safety related equipment e.g. fire alarms & extinguishers
* Inform staff of any fire, health, safety or safeguarding concerns they may have
* Report all accidents and injuries suffered whilst at the College
* Report any incidents that could have caused accidents or injury to themselves or others whilst at the College

Where students are found to be a risk to their own health & safety or that of others at the College or elsewhere they may be subject to disciplinary action including being banned from participation in College activities, trips etc

# 3 GENERAL ARRANGEMENTS FOR HEALTH & SAFETY

The College implements specific arrangements for health and safety provision in relation to different departments and their health and safety needs.

## 3.1 STAFF & STUDENT GENERAL CODE OF CONDUCT

The College is concerned with ensuring the good health and safety of members of the College community both on an individual basis and as a whole College body. Appropriate and considerate College behaviour and conduct is an important part of health and safety and there are various College regulations in place to monitor behaviour, as well as provisions for behaviour support.

### 3.1.1 CLASSIFIED/ILLEGAL DRUGS & SUBSTANCE ABUSE

The College will not tolerate the possession, supply or use of classified etc. drugs or substances such as solvents that can be misused or harmful to health on College property or during off-site College activities. Where staff or students are found to be in possession etc. of such drugs or substances influence drugs etc. they will be subject to disciplinary action in accordance with the College’s Policies which may include dismissal of staff or the permanent exclusion for students.

### 3.1.2 MEDICINES, PRESCRIPTION & NON PRESCRIPTION DRUGS

Where staff & students have a medical condition e.g. diabetes, asthma, allergies etc. that requires them to take prescribed medication on a regular basis whilst working or studying at the College, they or in the case of students their parents, should inform the College of the nature of their condition and the type(s) of medication prescribed as soon as they start work or studying at the College or they are prescribed the medication.

Whilst this information will be kept confidential where appropriate, it will enable the development of written medical plans to be implemented in the event of an “episode”. Medical plans will be reviewed periodically with the staff or student concerned to ensure they remain valid for the person concerned.

Staff must not drive any vehicles on College business or operate any College equipment if they are taking any prescribed or over the counter medicines that can cause drowsiness or they have been advised against driving or using by their medical practitioner.

Students under 18 years old should be discouraged from purchasing over the counter medicines for self-administration and should be referred to the local GP practise for further advice and/or treatment. The carrying, supplying or taking of prescription drugs by students illegitimately could result in a permanent exclusion.

### 3.1.3 ALCOHOL

Staff should not supervise students on any College activities including College trips whilst under the influence of alcohol. Where staff are to drive on College business they should refrain from drinking any alcohol for at least 8 hours before driving – alcohol may remain in the body for up to 24 hours after consumption and could still affect the driver the following day

The consumption, carrying or supplying alcohol is strictly prohibited and any pupil involved in any alcohol-related activity may be permanently excluded.

### 3.1.4 CHALLENGING BEHAVIOUR

Abusive or challenging behaviour is considered a potential health & safety risk to staff, and students. The College will not tolerate abusive behaviour by students, staff, parents or visitors to the College.

## 3.2ACCIDENT & INCIDENT REPORTING & INVESTIGATION

### 3.2.1 ACCIDENTS & INJURIES

All accidents and injuries, irrespective of the severity of the injury, should be reported and the details recorded on a College Accident Form which is available in hard copy format in the College office.

Completed Forms should be passed to the Principal for Senior Management Team to review.

Injuries occurring on-site should be referred to the first aider. Depending on the nature of the accident or injury e.g. head, neck or back injuries, the injured person should not be moved until the nurse, trained first aider or a paramedic deems it safe to do so.

Where the injured person, whether a member of staff or a student who is under 18 years old, requires hospital treatment, they should be accompanied to hospital by a member of staff. If they are being transported by car, the car should be driven by another member of staff not the trained first aider accompanying the injured person.

Where the injured person is a student who is under 18 years old, their parent(s) or guardian(s) should be contacted as soon as possible after the accident.

Unless a parent etc. is immediately available to accompany the injured student to hospital, the member of staff accompanying the injured student should remain at the hospital until the parent etc. arrives.

In such an event, the member of staff should request that the parent notifies the College of the outcome of the hospital visit as soon as possible after the student returns home.

**Medical treatment or the contacting of emergency services should not be delayed if the College cannot contact a parent or guardian.**

Injured or unwell Students (who are under 18 years old) should only be sent home if there is a parent or guardian available to be with them otherwise they will be kept in their bedrom under the supervision of staff until their parent or guardian can collect them.

The following types of accident and injury will be investigated by the Principal:

* All RIDDOR reportable accidents & injuries – see below
* 'Specified Major Injuries’ – fractures; permanent or temporary loss of sight; asphyxiation etc. but excluding sports related injuries
* “Over-7-day injuries” - a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days
* Minor injuries where a trend of similar injuries is identified.

Where appropriate a report will be passed to the Senior Management Team and/or actions taken to prevent any similar re-occurrence in the future.

### 3.2.2 INCIDENTS & DANGEROUS OCCURRENCES

Whilst incidents and dangerous occurrences do not result in injury they could under different circumstances do so and therefore they should be reported and the details recorded using College Accident Report Form.

### 3.2.3 REPORTING OF INJURIES, DISEASES & DANGEROUS OCCURRENCES REGULATIONS (RIDDOR)

Specified types of injury, work-related ill-health and dangerous occurrences involving staff, students or others arising from the College’s activities have to be reported to the health and safety enforcement authorities – Health & Safety Executive HSE) or Local Authority Environmental Health Officer - under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). These include:

* Work-related deaths
* 'Specified Major Injuries’ – fractures; permanent or temporary loss of sight; asphyxiation etc.
* “Over-7-day injuries” - a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days
* 'Specified dangerous occurrences’' – scaffold collapse (where something happens that does not result in an injury, but could have done)
* 'Occupational diseases'
* ‘Work-related injuries resulting in the injured person being transported directly from the College for treatment exc. examinations/tests or injuries due to sports activities
* Acts of non-consensual violence to staff at work – assault etc. arising from a work-related matter

The reporting of injuries etc. under RIDDOR will be undertaken by the Health & Safety Manager.

## 3.3 LONE WORKING

Lone working is defined as working by yourself without close/direct supervision or contact with other staff. Staff may work alone in an individual building, remotely from other staff within the same building or site, off-site away from base, outside normal working hours etc.

With the exception of certain high risk areas – see below- health & safety legislation does not prohibit staff from working alone, but it does require the College to assess the risks to staff working alone and to implement control measures that remove or reduce the risks to the lowest levels possible so that they are at no greater risk than if they working with others. Where staff work alone, they should contact the Health & Manager for advice and guidance, if they have concerns for their personal safety for

Lone working is not permitting in the following areas:

* Work at height – Ladders; Scaffolds; Tower Scaffolds; Mobile Elevating Work Platforms (MEWPs) e.g. “Chery Pickers; Work on roofs
* Confined Space Entry – Drains; Sewers; Roof Voids etc.
* Working with Chainsaws
* Working on live electrical conductors e.g. Periodic inspection & testing of electrical installations or working in sub-stations
* Any work activity including using equipment where there is a significant risk of death or serious injury

Lone working may give rise to potential safeguarding concerns particularly where staff work on a one to one basis with students or they meet with parents particularly when dealing with a contentious matter.

In such circumstances, staff should consult the Designated Safeguarding Lead (DSL) and where appropriate, the Principal. Possible control measures include:

* Informing staff of the activity, the location, the likely duration and let them know when it has ended
* Assessing the need to have another adult present or close by.
* Avoid working in isolated parts of the building
* Leaving the door open if possible so you and the pupil can be seen.
* Where this is not possible then alternative safeguards should be put in place e.g. location in which the staff member and pupil are visible through a window or door panel.

## 3.4 ENVIRONMENTAL STATEMENT

St Georges College recognises that it has a responsibility to educate students about caring for the environment and the world we live in. The best way to do this is to instil good practice in our students through example. We aim to do this by:

* Reducing our use of natural resources;
* Supporting the sustainable production of the resources we must use by purchasing renewable, reusable, recyclable, and recycled materials;
* Minimising our use of toxic substances and ensuring that unavoidable use is in full compliance with local environmental regulations;
* Promoting recycling around the College with the use of recycling bins, supported through the curriculum and in classrooms
* Taking active steps to reduce the amount of waste we generate and promote strategies to reuse and recycle those wastes that cannot be avoided; and
* Restoring the environment where possible.

## 3.5 FIRE SAFETY

Full guidance on fire safety can be found in the Fire Risk Assessment and Fire Emergency & Evacuation Policy . The information below provides guidance on the key areas of the Policy

### 3.5.1 FIRE EMERGENCY PROCEDURES

All College buildings have fire emergency procedures detailing:

* Actions to be taken on discovering a fire
* Actions to be taken on hearing the fire alarm
* Evacuation of the building & Designated Fire Assembly Point
* Actions to be taken at the Designated Assembly Point
* Investigation of sounding alarms
* Contacting the Fire & Rescue Service
* Ending the Emergency & Re-entering buildings

Staff & students should be provided with information, instruction & training on the building fire emergency procedures for each of the buildings they work or study in. Additionally Fire Action Notices summarizing the emergency procedures will be posted adjacent to all red break-glass manual call-points and in rooms where deemed necessary.

### 3.5.2 FIRE DRILLS

The College will undertake Fire Drills as follows

* 1 drill every 3 months

In the event of any College building being evacuated whether for a planned fire drill, false alarm or fire alarm fault the details will be recorded on a Fire Evacuation Report Form and a copy sent to the Health & Safety Manager within 48 hours.

### 3.5.3 FIRE ALARMS

The College is are fitted with automatic detection and alarms. These can be operated manually on discovering a fire by activating the nearest red break-glass manual call-point (MCP) or will operate automatically on detection of smoke or heat.

Fire Alarms are tested weekly by the Principal or Director and the details recorded and held on file by the.

Additionally all fire alarms are serviced annually (spread over 3 x visits/year) by an external contractor.

The system is tested once a week on Tuesday at 10am.

### 3.5.4 FIRE DOORS & EXITS

Fire doors are designed to prevent the spread of smoke, heat and fire so that persons can escape from a building safely. Staff should ensure that fire doors are kept closed at all times a building or room is not in use.

Fire doors may in specified circumstances be held open to enable work to be undertaken including: Cleaning activities within 3 – 5 m of the door concerned

* To enable maintenance & repairs to be undertaken within 5 – 10m of the door concerned
* To enable the movement of furniture etc. within a building
* The doors should be closed as soon as the work has been completed and MUST be closed at the end of each working day & not left held open overnight/at weekends etc.

Fire doors and exits must be kept free from obstruction at all times and inspected regularly to ensure they will open in an emergency and are free from damage or defects.

Where doors & exits are found to damaged or defective they should be reported to the Principal for repair or replacement.

Fire Doors & Exits will be surveyed annually as part of the building Fire Risk Assessment.

### 3.5.6 FIRE RISK ASSESSMENTS

Building Fire Risk assessments are undertaken annually by the Principal and where identified actions taken to ensure compliance with fire safety legislation.

### 3.5.7 EMERGENCY LIGHTING

In the event of a power cut, emergency lighting is provided in most College buildings to enable persons within the building to move safely around the building, in particularly in the event of an evacuation. Emergency Lights are provided on corridors including at junctions & changes of direction; on stairs inc. basements/cellars; in boiler rooms; adj. fire doors; at all fire exits; on external escape routes from buildings.

Emergency lights are tested every 3 months by an external contractor and details held on file by the Principal for at least 3 years.

## 3.6 SITE EMERGENCY PROCEDURES

In addition to fire and accidents that are basically two other potential site emergencies:

* Safety related emergencies – Extreme Weather conditions; Major Power Failure that could close the College or individual buildings
* Security-related emergences – Intruder (s) on College premises

In the event of a Safety-related emergency the Senior Management Team will:

* Inform staff & students of any action(s) to be taken
* Contact parents in the event of closure of the College so arrangements can be made for the welfare of pupils being sent home. e.g. ensuring that they a parent or responsible person will be at home

In the event of security-related emergency on being informed of an intruder on-site, the College will implement its lockdown procedures, including:

* Staff identifying an intruder on site, should inform a member of the Senior Management Team
* The SMT member will approach the person concerned, where they consider it safe to do so and identify who & why they are on College premises
* Where the person is considered a threat to the safety & security of staff, students or others, the Police will be contacted & the air horn will be activated & left to sound continuously
* On hearing the air horn , staff will instruct all staff & pupils to remain in classrooms offices etc. with the door closed
* Where staff or students are seen outside a room or building, staff within the building will instruct them to join them in the building
* Staff and students should be discouraged from contacting persons outside the College during the emergency to prevent panic etc. and parents etc. attending the College whilst the emergency is in progress.
* During the emergency staff and students should remain in the room etc. with the closed & stay away from windows where possible
* Members of the Senior Management Team or the Emergency Services will inform staff when it is safe to leave the room or office

## 3.7 WORKPLACE SAFETY – PREMISES, BUILDING & ROOM INSPECTIONS

To ensure a safe working environment for staff and students, the College will:

* Ensure buildings & rooms cleaned daily including the collection & removal of rubbish
* Ensure the Premises are inspected regularly by the Facilities Manager and Health & Safety Officer and where identified damage, defects, fire health and safety issues are identified that appropriate action(s) will be taken to remedy or resolve the issues identified and ensure the health, safety and welfare of staff, students or others.

Additionally, Staff will undertake Termly inspections of the rooms and the details recorded on the Building /Classroom & Corridor Room Report Form.

* Teachers – Classrooms
* The Principal – Buildings under their control

Completed Forms will be passed to the Principal who will arrange for damage, defects etc. to be repaired/resolved, in conjunction with the Proprietor

## 3.8 DISPLAY SCREEN EQUIPMENT (DSE)

Many College staff will use display screen equipment at work. Potential health problems associated with incorrect use of DSE are:

* Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
* Backache
* Fatigue, Stress
* Temporary eye strain.

In accordance with the Display Screen Equipment Regulations, staff should use the following checklist to assess their workstations to reduce the risk of health problems:

**Workstation**

* Adjust screen height to suit seating height – generally eyes level with top of screen.
* If a significant amount of your work involves copying from documents then use a flexible document holder at the same height as screen.
* Keep an organised work surface to facilitate workflow.
* Avoid clutter under the workstation.
* Ensure an appropriate mobile, stable and five star base chair.
* Seat back, arm rests and back rest to be height adjustable.
* 2-3” of space in front of the keyboard
* Be familiar with software in order to customise screen colours, etc.

**Environment**

* Adjust screen to reduce reflection and glare.
* Clean screen and equipment regularly.
* Ideally sit sideways to windows.
* Maintain safe surroundings, i.e. free from tripping and electrical hazards.
* Avoid excessive noise and uncomfortable temperatures.

**Healthcare**

* Carry out exercise programme on a regular basis plus specific movements throughout the day.
* Rest eyes during work break and carry out eye care exercises.
* Have eyes tested regularly.
* Report any health related symptoms that concern you.

**Job Design**

* Break up work with informal postures and different tasks.
* Combine different work tasks.
* Take regular breaks away from screen.
* Ensure you have training in software and in know how to set up a safe workstation.

**Posture**

* Adjust seat height to ensure thighs and forearms are horizontal.
* Desk just below elbow height.
* Align hands with forearms. Minimal deviation of wrists.
* Adjust your backrest to support the lower back.
* Sit right back in the chair to maintain good lumbar support.
* Keep head in natural upright position.
* Do not slouch. Maintain upright position.
* Head, neck, shoulders and hips to be in alignment.
* Use a footrest if feet do not touch the floor.
* Rest arms and hands whenever routine allows.
* Space under desk for postural change, no obstacles
* T op of screen at eye level

The Display Screen Equipment Regulations do not apply to students studying at the College. However it is considered “good practice” to provide students with guidance on the safe use of DSE either via Posters or Handouts.

## 3.9 MANUAL HANDLING

Manual handling involves the lifting, carrying, moving, holding, pushing, lowering, pulling a load or object by hand or bodily force. All staff will carry some form of manual handling both at work and at home every day of their life.

The Manual Handling Operations Regulations require the College to:

* Avoid manual handling activities where possible
* Where manual handling cannot be avoided, to assess the risk of manual handlings arising activities
* To provide & use mechanical aids - trolleys, sack barrows etc. – where reasonably practicable
* Where mechanical aids cannot be used, to provide staff with suitable information, instruction & training
	+ How to lift safely
	+ How to carry out a personal manual handling risk assessment
		- Assessing the object to be manual handled
		- Assessing the route to be taken – stairs, doors, floor/surface conditions, weather conditions
		- Assessing the location the load to be moved to
	+ Not to manual handle a load if they cannot do so safely e.g. ill-health, medical condition, not strong enough etc.
	+ Seek assistance to manually handle a load/object – Team lifting etc

Course leaders, with where appropriate assistance from the Principal are responsible for carrying out manual handling risk assessments.

## 3.10 EQUIPMENT SAFETY INSPECTION & MAINTENANCE

The Provision and Use of Work Equipment Regulations 1998 (PUWER) require work equipment to be:

* Suitable for its intended use & the conditions in which it is used;
* Maintained in a good condition & safe working order by competent persons
* Inspected in accordance with statutory and/or recommended best practice guidance by competent persons
* Suitable inspection & maintenance records are maintained
* Where there is a risk of contact with dangerous or moving parts – blades etc.
	+ Fixed Guards are provided to prevent contact, or;
	+ Adjustable Guards are provided to restrict access but permit equipment to be operated safely – Blade guards on saws etc... or;
	+ Push Sticks etc. provided & used to prevent fingers etc. from contacting moving parts. Or;
	+ Provide Information, Instruction & Training – Safe Systems of Working/Method Statements etc.
	+ As a last resort provide & ensure use of suitable PPE – Goggles. Ear Defenders, Gloves etc.
* Provide suitable accessible control systems – Stop/Start Buttons inc. Emergency Stop Buttons & Brakes etc.
* Safe Systems of Inspection & Maintenance

The Principal will undertake equipment risk assessments and ensure that staff are informed of the risks and control measures to be implemented for the equipment being used.

## 3.11 DANGEROUS & HAZARDOUS SUBSTANCES

Dangerous Substances are defined as being flammable, explosive under the Dangerous Substances & Explosive Atmosphere (DSEAR) Regulations. Hazardous Substances are defined as being “hazardous to health” e.g. toxic, corrosive, irritants, harmful etc. under the Control of Substances Hazardous to Health (COSHH) Regulations

Where such substances are used & stored within the College the following controls will be implemented by the Department in which they are used:

* A Substance Register will be compiled
* A Material Safety Data Sheet (MSDS) for each substance will be obtained from the manufacturer/supplier & held on file either electronically or in hard copy
* A Substance Risk Assessment will be undertaken
* Substances will only be used in accordance MSDS guidance
* Substances will only be stored in accordance with MSDS guidance and where appropriate will be secured against unauthorised access i.e. students
* Substances will be disposed of in accordance with MSDS guidance
* Suitable Personal Protective Equipment (PPE) – goggles, gloves, overalls etc. will be provided in accordance with MSDS guidance
* Staff & students will be provided with information, instruction and training on the safe use and storage of substances including GHS & CLP Symbols

## 3.12 OCCUPATIONAL HEALTH SERVICES AND MANAGING WORK-RELATED STRESS

St Georges College takes the health and wellbeing of all its staff and students very seriously, and acknowledges that in a busy and hard working environment, managing work-related stress alone can be very difficult.

We urge any staff member who is experiencing stress to talk to their manager or a member of the senior management team, or a College nurse, and the College will do everything that it can to support them.

## 3.13 COLLEGE TRIPS & VISITS

College trips, off-site visits, residential visits, and any College-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of the College’s students.

The College’s Educational Trips and Visits Policy provides staff with information and instruction on arranging and managing trips etc. including risk assessments.

Before any activity is allowed to take place the Trip Leader must seek the approval of the Principals.

## 3.14 MANAGING CONTRACTORS & CONSULTANTS

The Principal is responsible for the appointment & management of Contractors working on College Premises.

Both the College and the appointed Contractor are responsible for ensuring the health & safety of all persons – staff, students, visitors, contractor personnel – who may be affected by contractor works.

The College is responsible for informing the Contractor of College’s Fire, Health & Safety Policies applicable to and the risks arising from the activities and premises where the work activities being undertaken. Contractors are responsible for informing the College of all risks arising from their work activities including where appropriate the provision of Risk Assessments/Method Statements (RAMS) & subject to a Permit to Work e.g. Hot Work.

Additionally, Contractors working at the College will be subject to the requirements of the College’s Child Protection & Safeguarding Policy.

## 3.15 SECURITY

It is the aim of the College to provide safe and secure premises for staff and students through the provision of:

* Access Control to buildings at the entrance to the College
* Keeping buildings locked when not in use
* Visitor & Contractor Signing-In/Out Procedures
* CCTV cameras in the Dinning room

## 3.16 HEALTH & SAFETY SIGNS

The College will ensure that where fire, health & safety signs are displayed they will include suitable pictograms.

## 3.17 RISK ASSESSMENT

Risk Assessment is the cornerstone of Health & Safety legislation. Most Health & Safety regulations require the College to carry out some form of risk assessment including:

* Management of Health & Safety at Work Regulations 1999
* Provision & Use of Work Equipment Regulations 1998
* Manual Handling Operations Regulations 1992
* Personal Protective Equipment at Work Regulations 1992
* Health & Safety (Display Screen Equipment) Regulations 1992
* Control of Substances Hazardous to health Regulations 2002
* Control of Noise at Work Regulations 2005
* Control of Asbestos Regulations 2012
* Dangerous Substances & Explosive Atmospheres Regulations 2002
* Work at Height Regulations 2005
* Regulatory Reform (Fire Safety) Order 2005

Risk Assessment is:

* The identification of work related hazards – *anything with the potential to cause harm*
* The identification of who might be harmed – *Staff, Students, Others*
* The Identification of how they might be harmed – *Death, Injury, Il-health etc.*
* The implementation of control measures to prevent/ remove or, where this is not possible, to reduce the risks to the lowest levels reasonably practicable
* It is the College’s Policy that risk assessments will be undertaken by Designated College

Managers in conjunction with the Principal and, be reviewed, and where appropriate revised:

* Annually
* Following a significant accident or incident
* Following any significant changes to equipment, activities etc.
* Following changes in legislation

For further Guidance on risk assessment, see Risk Assessment Policy

The Principal will provide Designated College Managers & other staff with information, instruction and training on risk assessment and control.